

Position Description

Labor Category/FLSA: Nonexempt

 Current or X Proposed Specific Description

Date Prepared: 07/09/03

Approving

Official:

Name: H. Paul Busch

Signature:

Title: HR Specialist



Position Title/Series/Grade: Space Management Assistant, GS-0303-07

References: OPM Management and Program Clerical and Assistance Series, GS-0344, dated May 1993; OPM Miscellaneous Clerk and Assistant Series, GS-0303, dated January 1979; OPM Grade Level Guide for Clerical and Assistance Work, dated June 1989; Introduction to the Position Classification Standards.

Title and Series Determination: The position is a mixed series job which does not readily fit into any one series. The primary purpose of the position is to perform space utilization, space records management, and other duties in support of the office. The incumbent performs duties typical of those covered under the GS-0344 series, especially those concerning the use of one of more automated systems in performance of the duties. Although the GS-0344 standard is best for grading purposes, the GS-0303 is considered the most appropriate series for this position. The GS-0303 series specifies no titles for this series and refers to the Introduction to the Position Classification Standards for titling instructions. This guidance states that titles cannot be one prescribed by OPM as an official title for a position in any other series. The guidance further instructs that the title should communicate an immediate understanding and identification of the job. Titles should be short, generally descriptive of the work performed, and consistently applied. Following these guidelines, the best title for the job is Space Management Assistant.

Grade Level Determination: In evaluating the position using the Primary Standard in combination with factor level descriptions in the GS-0344 standard, the position equates to the GS-07 level. In the Grade Level Guide for Clerical and Assistance Work, the nature of assignment and the level of responsibility both match the position at the GS-07 level.

SPACE MANAGEMENT ASSISTANT, GS-303-07

Factor		Factor Level Description	Points Assigned
1.	Knowledge Required by the Position	1-5	750
2.	Supervisory Controls	2-3	275
3.	Guidelines	3-2	125
4.	Complexity	4-3	150
5.	Scope and Effect	5-3	150
6.	Personal Contacts	6-2	
7.	Purpose of Contacts	7-B	75
8.	Physical Demands	8-1	5
9.	Work Environment	9-1	5
TOTAL POINTS			1535
GRADE CONVERSION		POINT RANGE: 1355-1600	GRADE: 07

Standards used to evaluate the position:

Management and Program Clerical and Assistance Series, GS-0344 dated May 1993; Primary Standard in the Introduction to the Position Classification Standards.

Space Management Assistant
GS-301 – 07

I. INTRODUCTION

The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD. This position is organizationally located within the DPM, Maintenance Support Team and is responsible for various functions related to the maintenance, operations, renovation and alteration of NIH facilities that are the responsibility of the Most Efficient Organization (MEO) as determined by ORF/DPM management as part of the A-76 process.

The incumbent of this position is a Space Inventory Management Assistant who serves as the technical support for the Computer Aided Facilities Management System (CAFMS), with specific emphasis on the Computer Aided Design (CAD) functions.

II. MAJOR DUTIES AND RESPONSIBILITIES

Serves as a space management assistant, providing technical support for data management and maintenance of space information within the NIH Facilities Information Management System (FIMS).

Responsible for the data management and population of space information in the space management module of the FIMS

Responsible for receiving and collecting space data information from various sources.

Responsible for management of space documents derived from drawings, memoranda, correspondence, and data reports from Government and commercial sources.

Reviews space inventory data within the Computer Aided Facilities Management System (CAFMS), with particular focus on any changes in space allocation or usage including any modification, additions, or deletions. Such reviews include ensuring that space is assigned and used according to its original intent as well as the capabilities of the overall building structure and layout.

Works with architects, engineers, and any other appropriate staff to resolve any real or potential problems.

III. FACTORS

Factor 1 - Knowledge Required by the Position

Ability to read and interpret architectural drawings and floor plans.

Skill in using Windows applications including Microsoft Access, Excel, Outlook, and Word.

Knowledge of CAFM concepts and software such as Tririga's FacilityCenter, Archibus, and FIS.

Skill in analyzing problems and making recommendations in a variety of areas.

Skill in oral and interpersonal communications with individuals in a variety of positions.

Skill in written communications.

Knowledge of AutoCAD.

Knowledge and understanding of the mission, functions, and organizational structure of the NIH.

Ability to apply policies and regulations applicable to space management, to include DHHS, and GSA guidelines and regulations.

Factor 2 - Supervisory Controls

The position works under the administrative supervision of a GS-13 Engineer in the Division of Property Management, and the technical leadership and guidance of the Space Management Specialist. The supervisor assigns projects, deadlines, priorities and overall objectives. The incumbent is expected to plan and carry out the work independently, coordinate with others as required, and resolve routine problems whose resolution has defined precedents. Where precedents are unavailable, or new unfamiliar problems arise, the incumbent will seek guidance from the supervisor or the Space Management Specialist. Work is reviewed for conformance with overall requirements and for contribution toward objectives.

Factor 3 - Guidelines

Procedures for work accomplishment have been established and a number of specific guidelines are available. NIH CAD standards, NIH space type classifications, BOMA standards, and the NIH organizational structure can be referenced. Software manuals, desk references, precedents and standard policies are also available. The employee is expected to use judgment in selecting among numerous or similar guidelines or references and to make minor deviations to the guidelines in certain situations if needed. When the guidelines are not applicable or major deviations are proposed, the situation is to be referred to the supervisor or specialist.

Factor 4 - Complexity

Assignments involve monitoring, managing, updating and reviewing all data contained within the CAFM system which is utilized for maintaining and managing an inventory of space utilization for all NIH properties, consisting of more than 400 drawings covering over 43,000 rooms. The incumbent must ensure that they are in compliance with a wide range of standards, specifications, and regulatory requirements. Various architectural standards must be adhered to including those of the American Institute of Architects (AIA), General Services Administration (GSA), various building codes and plumbing and electrical regulations. The incumbent works with contract staff that are responsible for conducting space surveys. Inspects and analyzes results to ensure accuracy. He/she provides expert technical advice regarding adherence to various architectural standards and advice regarding various guidelines specified by the CAFM systems software. The incumbent reviews space inventory data within the CAFMS, carefully cross-checking and analyzing any changes in space allocation or usage, including any modifications, additions, or deletions.

Factor 5 - Scope and Effect

The incumbent inputs space information within the NIH FIMS system. Also, reviews space inventory data within the CAFMS to ensure it is accurate and in compliance. The work product affects other operations, programs and activities. Inaccuracies lead to incorrect rental charges and complications in design and construction efforts. Incomplete information could also complicate space assignments and justifications within NIH and the Department. The work of the position has significant impact upon the physical environment of the NIH, which contributes to the overall ability of NIH staff to fulfill their roles and responsibilities.

Factor 6 - Personal Contacts and

Factor 7 - Purpose of Contacts

Employee has contacts with employees, supervisors, and managers mostly within the immediate office. Also, has contact with various contractor employees responsible for conducting space surveys. Incumbent may have contacts with architects, engineers, administrative officers and other personnel within and some outside the Division.

Contacts are predominantly to provide advice and exchange information. Most information exchanged is non-controversial and is necessary to meeting program goals and resolving administrative problems.

Factor 8 - Physical Demands

The work is primarily sedentary in nature, although some slight physical effort may be required. Requires ability to work full time on a computer.

Factor 9 - Work Environment

Work is performed in an adequately lighted and climate controlled office.